

**TOWN OF SHEFFIELD
BOARD OF SELECTMEN
WORKING SESSION
NOVEMBER 24, 2014
TOWN HALL
6:00 PM**

Board Members Present: David A. Smith, Jr., Chairman
Nadine A. Hawver, Clerk
Rene C. Wood

Others Present: Rhonda LaBombard, Town Administrator
Alicia Dulin, Assistant to the Town Administrator

Chairman Smith called the meeting to order at 6:00 PM.

SOLAR AGREEMENT – HOME ROAD:

Administrator LaBombard stated that she wanted to make sure that the Board would like to use the same solar agreement for the Home Road project that was used for the East Stahl Road project. Discussion ensued. It was the consensus of the Board to use the same agreement.

SOLAR AGREEMENT FUNDS:

Administrator LaBombard stated that there has been some discussion of what the solar agreement funds could be used for. Discussion ensued regarding the possibility of using solar agreement funds to finish the lower level of the Senior Center, walking paths at the Town Park, a dog park and a reduction in taxes. Chairman Smith stated that he would be concerned about using the solar agreement funds to finish the lower level of the Senior Center because the Friends of the Senior Center are ready to do some fundraising and take on this project.

ONE YEAR TRIAL GRANT WRITER/PLANNER:

Selectman Wood stated that there is a lot of money in grants available right now but there is no staff to do the grant writing. She asked the Board if there was any interest in including a one year trial of a Grant Writer/Planner under shared services. It was the consensus of the Board to first talk with New Marlborough and see if they would have any interest in sharing a Grant Writer/Planner.

AWARD SAND BIDS:

Administrator LaBombard read the sand bids as follows:

J. Donovan & Son, Inc.
Delivered - \$9.85 per ton

Joe Wilkinson Excavating, Inc.
Picked up - \$8.50 per ton
Delivered - \$9.74 per ton

Century Aggregates
Picked up - \$13.00 per ton
Delivered - \$17.00 per ton

Administrator LaBombard recommended that the Board award the sand bid to Joe Wilkinson Excavation, Inc. Selectman Wood moved to award the bid for washed sand to Joe Wilkinson

Excavating, Inc. at \$8.50 per ton for pick up and \$9.74 per ton for delivered, seconded by Selectman Hawver. The motion carried unanimously.

Selectman Wood moved to authorize the Town Administrator to enter into an agreement with J. Donovan & Son, Inc. if there is a problem with the first bid ward, seconded by Selectman Hawver. The motion carried unanimously.

SENIOR CENTER BUILDING COMMITTEE:

Administrator LaBombard asked the Board if they would like to ask for letters of interest for the Senior Center Building Committee. Selectman Hawver offered to be the representative for the Board of Selectmen. Discussion ensued regarding ideas that have been discussed for the lower level of the Senior Center. Selectman Hawver stated that there has been discussion of finishing the lower level first and then see if it might be a good idea to split the lower level up into separate rooms after it has been used for a while. It was the consensus of the Board to call for interested people for the Senior Center Building Committee.

CAPITAL NEEDS COMMITTEE:

Administrator LaBombard asked the Board if they would be interested in forming a Capital Needs Committee to assist with capital expenses for buildings and equipment. Discussion ensued. It was the consensus of the Board to have Administrator LaBombard find out what other Towns are doing and then discuss at a future meeting.

ADVISORY QUESTION AT ANNUAL ELECTION – CLOSING OUTLYING SCHOOLS:

Administrator LaBombard stated that New Marlborough is thinking about having advisory questions regarding the closure of outlying schools at their Annual Election and asked the Board if they had any interest in doing this. Discussion ensued regarding having advisory questions regarding the closure of outlying schools on the ballot at the Annual Election. It was the consensus of the Board to have three separate questions regarding closure of three separate schools on the ballot.

LOCAL AID LETTER:

Selectman Wood stated that she drafted a letter to the Speaker of the House Robert DeLeo thanking him for his statement on the importance of local aid to municipalities and for opposing the Governor's request for cuts to local aid. Chairman Smith and Selectman Hawver stated that they were happy with the letter. It was the consensus of the Board to sign the letter.

SENIOR CENTER DIRECTOR POSITION:

Selectman Hawver recused herself from the Senior Center Director discussion because of the possibility of a conflict of interest. Discussion ensued regarding the response from Attorney Moschos to Administrator LaBombard's questions regarding Senior Center Director termination date and the ad to be put in the newspaper for an Executive Director to the Council on Aging. Discussion ensued. Administrator LaBombard distributed an ad for the Executive Director to the Council on Aging. Selectman Wood moved that Administrator LaBombard give notice of termination to the current Senior Center Director and that he be placed on two weeks paid administrative leave pending legal advice, seconded by Chairman Smith. The motion carried 2-0. Selectman Hawver abstained.

Selectman Hawver joined the conversation. Discussion ensued regarding Administrator LaBombard's ability to use Kopelman and Paige for personnel and labor issues. Selectman Wood moved that at Administrator LaBombard's discretion she has the ability to use Kopelman and Paige for personnel and labor issues as she sees fit, seconded by Selectman Hawver. The motion carried unanimously.

Selectman Wood stated that the DLTA grant application deadline is December 12, 2014 and stated that she would be willing to work on the three grant applications. Chairman Smith and Selectman Hawver both stated that they would like to pursue the three DLTA grants and thanked Selectman Wood for offering to do the work on the grant applications.

Discussion ensued regarding the BRTA pilot bus route for Sheffield and the application for getting the Senior Center their own van. Selectman Wood stated that she would e-mail the new Director of the BRTA regarding the application timeline.

Administrator LaBombard gave an update on the routine OUI stop case that Town Counsel has done work on. She stated that Kopelman and Paige will give the Town a 25% reduction on the bill for this work.

Selectman Wood moved to adjourn the meeting, seconded by Selectman Hawver. The motion carried unanimously.

Chairman Smith adjourned the meeting at 7:30 PM

Respectfully submitted:

Alicia Dulin
Assistant to Town Administrator

Documents were reviewed at this meeting:

Sand Bids

List of Senior Center Building Committee Members

Draft Letter to Speaker of the House Robert DeLeo

E-mail from Attorney Moschos regarding Senior Center Director